

Actions of the meeting held on
Wednesday 07 October 2009, 14:30

Yorkshire Cancer Network

Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital

Present:

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Mr J McCaul	
Mrs L McCaul	
Mr D Sutton	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Dr C Coyle	
Dr K Dyker	
Dr M Sen	
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr A Hastings	
Mrs A Millett	
Ms F Halstead	Yorkshire Cancer Research Network

Apologies

Mrs I Cliffe, Ms V Drew, Mrs S Fisher, Ms J Hoole, Dr S Kite, Dr E Loney, Mr P Melling, Mr D Mitchell, Mr P Nixon, Mr T Ong, Mr B Tinkler

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
10	In the absence of TK Ong, S Cost chaired the group.	N/A	N/A

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
11	Action log from the last meeting agreed as being an accurate record.	N/A	N/A

3. Matters arising			
3.1 MDT Service improvement leads			
Log No	Action	Lead(s)	Deadline
12	<p>A Millett updated the group on MDT service improvement leads.</p> <ul style="list-style-type: none"> •Bradford - Dr Loney & Dr Dyker shared role •York - P Whitfield •Leeds & Mid Yorkshire - J Hoole has stepped down as service improvement lead for Mid Yorkshire. The group discussed having a shared role between Leeds and Mid Yorks MDT as per the Bradford model. The group thought that this would be beneficial. <p>The Clinical pathway is now on the internet and will be presented at the YCN lead commissioning group in the next few months.</p> <p>S Duffy gave the group an update on the process of the commissioning group endorsing the pathways.</p> <p>M Beaumont brought to the attention of the group that the Head & Neck Patient Information Pathway will be finalised shortly. The pathway will be circulated for comments in the near future.</p>	A Millett	On-going
4. Audit			
Log No	Action	Lead(s)	Deadline
15	<p>This item was deferred to the next meeting as TK Ong was not present to update the group.</p> <p>A Hastings to add to next meeting agenda.</p>	TK Ong	N/A
5. YCRN update			
Log No	Action	Lead(s)	Deadline
16	<p>F Halstead summarised the YCRN Head & Neck Cancer Clinical Trials portfolio performance report.</p> <p>S Duffy informed the group that the HOPON study is supported by the commissioners.</p>	F Halstead	08/02/2010
6. Feedback from Specialist MDT's			
Log No	Action	Lead(s)	Deadline
17	<ul style="list-style-type: none"> • York <p>P Witfield stated that York have appointed a Restorative Dentist and are in the process of short listing candidates for the Head & Neck CNS post.</p>	N/A	08/02/2010
18	<ul style="list-style-type: none"> • Bradford <p>D Sutton updated the group that Bradford have funded and appointed a new Head & Neck CNS.</p> <p>A new Consultant post has now been granted funding, with the post yet to be advertised.</p>	N/A	08/02/2010

6. Feedback from Specialist MDT's			
Log No	Action	Lead(s)	Deadline
19	<p>• Leeds</p> <p>M Sen stated that Leeds will not have a Speech & Language therapist available after December 2009.</p> <p>M Dailey expressed her concern at the lack of SALT provision to the patient pathway.</p> <p>S Duffy suggested that the Chair/Vice Chair of the NSSG should write to the YCN expressing concern at the lack of SALT provision. This will then be raised with the YCN Management Board.</p> <p>TK Ong/S Cost to write to S Duffy regarding SALT provision in Leeds.</p>	TK Ong/S Cost	08/02/2010
6.2 Recurring Breach reasons			
Log No	Action	Lead(s)	Deadline
20	A discussion took place regarding the reasons for breaches. One concern was due to patient cancellations due to holiday commitments.	N/A	08/02/2010
7. Reseach Project			
Log No	Action	Lead(s)	Deadline
21	<p>•Leeds</p> <p>M Sen updated the group that Leeds have 2 new clinical trails to begin next year in addition to the studies that are already on-going.</p>	N/A	N/A
22	<p>•Bradford</p> <p>Currently have 7 trials running at the moment.</p> <p>A discussion about Bradford's involvement in the YCRN clinical trials portfolio followed.</p>	N/A	N/A
9. Head & Neck Specialist Nurses Group Update			
Log No	Action	Lead(s)	Deadline
23	<p>M Beaumont informed the group that P Adam had stepped down as chair of the Head & Neck Specialist Group. M Beaumont has agreed to become Chair.</p> <p>M Beaumont will raise dicussions on nomination for a new Vice Chair at the next meeting of the Head & Neck Specialist Group.</p> <p>Patient Information Pathway is nearly finished and this will support the clinical pathway.</p>	M Beaumont	On-going

10. Peer Review			
Log No	Action	Lead(s)	Deadline
24	<p>A Millett discussed Peer Review. In preparation for Peer Review each NSSG needs to have 3 documents ready, these are;</p> <ul style="list-style-type: none"> •Work Plan •Annual Report •Constitution <p>Plus updated clinical guidelines.</p> <p>The teams for review will be confirmed by the end of December 2009. It is not known yet whether Head & Neck may be named in the next round.</p> <p>The Group discussed who will take responsibility for the Guidelines. D Sutton happy to liaise with TK Ong over Guidelines and update the Surgical section of the Guidelines.</p> <p>The group decided to push for an early Peer Review.</p> <p>D Sutton to liaise with TK Ong over Guidelines</p>	A Millett	08/02/2010
25	<p>•Audit</p> <p>The group discussed a topic for Network audit.</p> <p>The group discussed undertaking a prospective audit from the time it takes from Surgery to Radiotherapy in a 6 month period. The period will be from 1st Jan to 30th June 2009.</p> <p>Each MDT lead will be responsible for ensuring that the data is collected at their own Trust.</p> <p>The Group also discussed the possibility of undertaking an audit on Osteoradionecrosis (ORN).</p> <p>The group decided that they will have to produce a proforma in order to collect the data.</p> <p>M Sen agreed to discuss this further with P Melling.</p> <p>M Sen to liaise with P Melling to produce a proforma.</p>	MDT Leads	08/02/2010
11. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
26	<p>The group discussed the latest Cancer Waiting Times.</p> <p>P Melling to explain to R & M Dailey about how Cancer Waiting Times are produced and displayed.</p>	P Melling	On-going

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
27	<ul style="list-style-type: none"> •M Sen raised his concern over the SALT issues in Leeds. •L McCaul mentioned that the pathway should be amended to reflect the restorative dentistry aspects. •K Dyker suggested the need for improved communications along the pathway when a patient is in the high risk category. •S Cameron mentioned to the group that SALT & Dietitian provision at Leeds are running very low and that she will be commencing maternity leave soon. •S Cost mentioned that she was approached by a journalist from the Nursing Standards regarding CNS role. <p>A Millett to amend the clinical pathway to reflect L McCaul's comments.</p>	A Millett	N/A

Date of Next Meeting(s)

Monday 8th February 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 17th June 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 21st October 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital